



SAINT PAUL. YOUTH JOBS.

### Disciplinary Notice

*This will become a permanent part of your personnel file*

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Violation Number: \_\_\_\_\_ (A total of any three violations will result in termination)

Use this format to document the violation:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. Describe the violation        | 3. Describe the youth's reaction |
| 2. Describe what you said or did | 4. Describe the outcome          |

Violation (check one):

- Failure to follow supervisor's directions
- Use of abusive or profane language
- Unsafe Actions
- Poor work attitude
- Absent from work without notification
- Other

Any additional comments:

Youth Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please email or fax this form to Asha Shoffner at 651-292-7311.*